

CITY OF TAKOMA PARK RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M241
Supersedes Schedule M190		Page 1 of 1
PUBLIC WORKS		Division: SOLID WASTE
Item No.	Description	Retention
1.	Tonnage Records Includes tip fee and tonnage receipts for all materials collected.	Retain for three years and then destroy.
2.	Subject & Project Files Correspondence and materials related to individual subjects and/or projects.	Screen annually and destroy material that is no longer needed for current business.

Approved by Department, Agency, or Division Representative:	Schedule Authorized by State Archivist.
Date <u>09-10-07</u>	Date <u>4 Jun 08</u>
Signature <u>Barbara B. Matthews</u>	Signature <u>[Signature]</u>
Print Name <u>Barbara B. Matthews</u>	
Title <u>City Manager</u>	